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Approved For Release 2001/09/03 : CIA-RDP81-00728R000100010041-8

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OGC HAS REVIEWED.

MEMORANDUM

19 September 1947

TO : Acting Chief, Management Branch

FROM : Chief, Budget & Finance Branch

SUBJECT: Proposed Instructions - Travel for Armed Forces Personnel

There is attached for your approval a draft of proposed CIA Memorandum entitled "Temporary Duty Travel for Army, Navy and Air Force Personnel". This instruction is occasioned by recent authorizations for this Agency to issue travel orders for armed forces personnel on duty with CIA. The instruction has been coordinated with representatives of the Personnel and Services Branches, as will be noted by the concurrences on the reverse of the memorandum.

It will be appreciated if you will review the proposed memorandum and, if approved, make arrangements for its issuance along with the proposed travel instructions for civilian employees which was forwarded to you with our memorandum of 26 August 1947. In connection with the travel instructions for civilian employees, the Services Branch has suggested that it be revised so as to include instructions covering travel for employees assigned to CIA from the State Department and other Agencies.

It is recommended that the attached instruction and the one covering civilian travel be issued as consecutively numbered memorandums.

Attachment

E. R. Saunders
Chief, Budget and
Finance Branch

STATINTL

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

MEMORANDUM
NUMBER

September 1947

SUBJECT: Temporary Duty Travel for Army, Navy and Air Force Personnel

EFFECTIVE UNTIL CANCELLED OR SUPERSEDED

1. These instructions are issued in connection with recent authorization for this organization to issue travel orders for armed forces personnel on duty with CIG. They supersede CIG Memorandum [REDACTED] dated 8 July 1947, subject: Temporary Additional Duty Travel Orders for Navy Personnel.

STATINTL

2. General

These instructions apply to temporary duty travel involving vouchered funds, for Army, Navy and Air Force personnel on duty with CIG and are not applicable to unvouchered funds travel. Travel for armed forces personnel loaned to CIG for specific missions will be performed on a reimbursable basis under orders issued by the Army, Navy or Air Force. Travel incident to permanent change of station will be performed under orders issued by the Army, Navy or Air Force.

3. Request for Travel Order

The sponsoring office will prepare Request for Domestic Travel Order, Form No. 34-5, for all domestic travel and amendments to the original travel order. Requests must be approved by the Office or Branch Chief or his designee, who has written authorization to approve travel requests. As a general rule no individual should approve his own request. The travel request, showing appropriation and allotment symbols to be charged, should be submitted at least 48 hours prior to the beginning of the travel. The original of the request will be forwarded to Headquarters and Headquarters Detachment for Army personnel or to the Naval Administrative Command for Navy personnel.

For foreign travel, Form No. 36-23, Request for Overseas Transportation, will be prepared and processed in accordance with instructions contained on the reverse side of the form.

4. Travel Orders

The appropriate CIG armed forces command will prepare the necessary travel orders in accordance with Army, Navy or Air Force requirements. The travel order, showing appropriation and allotment symbols to be charged, will be prepared in sufficient copies to meet the requirements of the applicable armed forces command. All copies of the Travel Order will be referred to the Transportation Division, Services Branch for numbering and estimating the cost of travel. When necessary, the Transportation Division will issue Transportation Requests and will arrange for reservations when requested. For travel to overseas points, the Transportation Division will arrange for transportation and necessary clearances, passports, etc.


-2-

The Transportation Division will forward all copies of the travel order to the Accounting Section, Fiscal Division, Budget and Finance Branch for obligation of funds. After obligation, the Accounting Section will send one copy of the order to the Travel Section, Fiscal Division, Budget and Finance Branch and will return all other copies to the appropriate armed forces command. Upon receipt, the appropriate CIG armed forces command will release the original and copies as may be necessary, to the traveler. Travel may not begin prior to the effective date shown on the order, nor prior to approval and obligation of the travel order.

5. Reimbursement Vouchers

It is the responsibility of the traveler to prepare his own travel reimbursement account. However, upon request, the Travel Section will assist travelers in preparing their travel accounts.

Travel accounts must be submitted in quadruplicate to the Travel Section for audit and payment. The travel account must be administratively approved and supported by travel orders and certifications when necessary, in accordance with applicable armed forces travel regulations and/or instructions.


Executive for
Administration and Management

STATINTL

CHIEF, FISCAL DIVISION
10 OCT 1961

RECORDED IN:

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Bob:

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These two documents, "Temporary Duty Travel for Army, Navy and Air Force Personnel" and "Travel Instructions for Nonmilitary Civilian Employees", if issued, would be combined. They both pertain to vouchers and funds. However, I think it is strictly a toss-up as to whether they should be issued.

I see no objection to issuing them both as they tell how to go about obtaining travel services as applied to GDI which I think is O.K. Standardized Government Travel Regulations while issued to the traveler and serve a good purpose don't tell him where to go to get what. Since Standardized Government Travel Regulations are available I can't see that necessary to have a lot of information on the back of [REDACTED]

STATINTL

Bob -

I agree that this is not a matter that should be published. ~~May be~~ Is a matter for the Admin Offr.

CPB

MEMORANDUM

26 August 1947

TO : Acting Chief, Management Branch

FROM : Chief, Budget & Finance Branch

SUBJECT: Proposed Instruction - Travel

There is attached for your approval a draft of a proposed CIG Memorandum entitled "Travel Instructions for Vouchered Civilian Employees". This instruction has been coordinated with representatives of the Personnel and Services Branches.

STATINTL

The instruction is in effect a revision of Administrative Order [redacted] and incorporates changes in procedure which have taken place since the issuance thereof, e.g., the transfer of two functions from the Fiscal Division, Budget & Finance Branch, to the Transportation Division, Services Branch. Instructions relating to travel to overseas points and travel involving change of official station have also been included in the proposed CIG memorandum.

STATINTL

Some of the material contained in Paragraph 5 of Administrative [redacted] has been eliminated in the new instruction, and it is proposed that the same points be covered in "Special Instructions" to be printed on the reverse side of the Travel Order, Form No. 34-4. It is believed that in this form the instructions will be more beneficial to the traveler. A draft of the "Special Instructions" is attached, and if you will indicate your concurrence, arrangements will be made to have this information printed on a new supply of travel orders. The present supply of Travel Orders will be exhausted in the near future.

It will be appreciated if you will review the proposed memorandum and, if approved, make arrangements for its issuance. The Transportation Division will include the "Special Instructions" as a part of their next requisition for Travel Orders.

STATINTL

[redacted]

E. R. Saunders
Chief, Budget and
Finance Branch

Attachment

*4 Sept.
Discussed proposed memo with Saunders.
I suggested that it not be issued but be discussed
with Admin. Officers at next meeting.*

25X1A [redacted]

CENTRAL INTELLIGENCE GROUP
Washington, D. C.MEMORANDUM
NUMBER

(Date)

SUBJECT: Travel Instructions for Vouchered Civilian Employees

STATINTL

CIG Administrative Order [REDACTED] is hereby rescinded and the following substituted therefor.

1. GENERAL

All travel must be authorized and performed in accordance with the provisions of the Standardized Government Travel Regulations as amended and/or any applicable current statutes.

It is the policy of the CIG to limit the travel of employees to a minimum consistent with operating requirements. Authorization will be given for specific trips only, and blanket travel orders will not be issued unless approved by the Executive for Administration and Management.

2. ACTION BY REQUESTING OFFICE

and approve
~~When the official necessity for travel has been determined, the~~ Requesting Office will prepare Travel Request, Form 34-5 in duplicate, ~~have it approved by the Chief of the Office or Branch or his designee,~~ and forward it to the Transportation Division ^{Services Branch} at least forty-eight hours prior to the time travel is to begin. To amend a previously issued Travel Order, the requesting office will submit a new Form No. 34-5 in the same manner, making reference to the previous order and setting forth in complete form the reasons for the change.

In the case of travel to overseas points, Form No. 36-23, Request for Overseas Transportation will be used ~~for this purpose~~, and Sections B and C thereof will be routed to the Transportation Division, after necessary arrangements for clearances have been made as outlined in the instructions on the reverse of the form.

If a change of official station is involved, the Requesting Office will forward a Personnel Action Request, Form 37-3, approved by the Office or Branch Chief, to the Personnel Division ^{Services Branch} for the issuance of a Transfer Letter Authorizing Permanent Change of Station. ~~This action will be taken at the same time that the Travel Request is forwarded to the Transportation Division.~~

3. ACTION BY TRANSPORTATION DIVISION

The Transportation Division will prepare a Travel Order, Form 34-4, furnish two copies to the Fiscal Division for the establishment of an obligation and provide the traveler with the original copy of the Order as authority for his travel. The Transportation Division will arrange for reservations, identification cards, will issue Transportation Requests where appropriate, and will brief the traveler on the rules and regulations pertaining to official travel.

Where travel to overseas points is involved, the Transportation Division will arrange for passports, visas, immunizations (when required) and make all necessary reservations and arrange transportation from point of origin to destination. Upon departure of the employee, the Transportation Division will notify the Fiscal Section and the sponsoring Office of the date and time of departure.

If the travel involves a permanent change of station the Transportation Division will forward a copy of the Travel Order to the Requesting Office. The Transportation Division will also advise the employee regarding the movement of his family and/or his household effects when authorized.

**4. ACTION BY PERSONNEL ^{BRANCH.}
DIVISION**

^{BRANCH} If a permanent change of official station is involved, the Personnel Division will, upon receipt of Form 37-3, Personnel Action Request, issue a Transfer Letter Authorizing Permanent Change of Official Station. The original will be forwarded to the employee, 2 copies to the Travel Section and 2 copies to the Transportation Division.

If the transfer is to an overseas point, the Personnel ^{BRANCH} Division will have the employee execute a Length of Service Agreement.

5. ACTION BY TRAVELER

The traveler will study the Standardized Government Travel Regulations and will give particular attention to the instructions appearing on the reverse side of the Travel Order. To claim reimbursement of his expenses incident to the travel, he will submit Public Voucher for Reimbursement of Travel and Other Expenses including Per Diem, Standard Form 1012 to the Travel Section, Fiscal Division in quadruplicate. The voucher must be approved administratively by the Chief of the Office or Branch concerned prior to submission.

If his travel involves a change of official station, the employee will execute a Form 36-27, Request for Movement of Family and/or Household Effects prior to his departure.

6. ACTION BY TRAVEL SECTION

The Travel Section will extend advice and assistance where necessary to aid the traveler in the preparation of his voucher. Upon receipt of the properly prepared voucher, the Travel Section will perform an audit thereof. Any suspensions or deductions from the amount claimed will be reported to the traveler on an "Administrative Audit Difference Statement" together with an explanation where applicable of the information necessary to support a reclaim of the amount previously suspended.

6. ADVANCE OF FUNDS

:01 00000000

Where necessary to defray costs of contemplated travel or the movement of household effects, an application for advance of funds may be made to the Travel Section. Such advance may be made if the employee executes a Bond of Indemnity. The cost of the premium in securing such a bond (\$5.00) is borne personally by the employee. Reimbursement vouchers will be applied against the advance. However, any balance must be remitted with the final travel voucher.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

noted by [illegible]

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SPECIAL INSTRUCTIONS

1. Examine Travel Order to determine that it specifies all requirements, including mode of transportation, period covered, places to be visited, any special authorizations, per diem or other allowances. If the Order does not provide adequate coverage, an amendment should be requested through proper channels prior to departure.
2. Maintain accurate records of time of departure of train, plane, etc. from point of origin and arrival at destination.
3. In the event the Transportation Office does not issue Transportation Requests for your travel and you procure your tickets for cash or through the use of blank Transportation Requests furnished for that purpose, extreme care must be taken to procure through tickets, excursion tickets or reduced rate round-trip tickets whenever practicable. The fact that the existence of such reduced rates may not have been known does not relieve the traveler of the responsibility of obtaining lowest rates.
4. Obtain receipts for official expenditures of more than \$1.00 and a copy of each official telegram. Attach such documents to the original 1012 voucher when presented for payment.
5. Retain any unused portion of tickets, and submit them, with explanation for non-use, with the original 1012 voucher.
6. Exercise utmost care in handling unexecuted Transportation Requests since the value of lost or stolen Requests may be charged to the ~~traveler~~. In the event of loss or theft, report the number (s) to the Transportation Division with an explanation of the facts surrounding the loss. If such Requests are subsequently located, they must be forwarded immediately to the Transportation Division, and ~~advice of such action must be forwarded to the Fiscal Division.~~
7. The use of taxis is allowed only from conveyance terminal to place of abode or place of business, and vice versa. Each claim for reimbursement should be supported by a showing of the actual points between which the taxi was used.
8. Per Diem in lieu of subsistence will be allowed as authorized by the Travel Order and existing regulations. The calendar day will be the unit used in computing the per diem allowance for continuous travel for more than 24 hours. For fractional parts of a day at the commencement or ending of such continuous travel one-fourth of the rate for a calendar day will be allowed for each period of six hours or fraction thereof. No per diem will be allowed when departure from official station is after 8:00 A. M. and return on the same day prior to 6:00 P. M. or for any absence not exceeding three hours. Since one day is lost on a westward crossing of the International Date line, per diem for one day will be deducted from all travel accounts where such travel is involved.
9. The following charges will be paid by the traveler from his per diem allowance: meals, lodgings, baths, laundry, fans and fires in rooms, personal use of room during daytime, telegrams and telephone calls reserving hotel accommodations, fees and tips, cleaning and pressing of clothing, transportation between places of lodging or where meals are taken and places of duty.
10. Submit Standard Form 1012 at the completion of each trip of less than two months. For trips in excess of two months, monthly accounts must be submitted, either on a calendar month basis or monthly after the beginning of the travel.
11. Traveler should be familiar with contents of Standardized Government Travel Regulations, Executive Order No. 9805 and CIG Memorandum No. _____.

CENTRAL INTELLIGENCE GROUP

Date: _____

REQUEST FOR DOMESTIC TRAVEL ORDER

(Name)

(Grade and Title)

(Serial No.)

(Office or Branch)

(Official Station)

1. Itinerary and justification of proposed travel (all stop overs must be specifically indicated and the need for the travel fully explained).

2. Duration of travel or authority requested: From _____ To _____

3. Mode of travel (Check "X"):

* ☐ Privately owned automobile. ☐ Common Carrier. ☐ Government vehicle.

* ☐ Extra fare train ☐ Airplane (Commercial) ☐ Vessel (Commercial)
 ☐ (Military) ☐ (Military)

* ☐ Extra fare train ☐ Airplane (Military) ☐ Vessel (Military)

- *4. Allowance for personally owned automobile recommended on following basis (check):

☐ (a) _____ cents per mile, as being more economical and advantageous to the Government.
Justify: _____

☐ (b) ___ cents per mile when not practicable to use common carrier.

☐ (c) Actual expense.

- *5. Per diem allowance recommended:

6. Number of transportation requests required: Tax exemption certificates required

7. Estimated cost: \$ _____

8. Allotment account No.:

9. Special provisions:

Approved:

(Office) or Branch Chief)

(Title)

* Not to be filled in by military or naval travelers.

(1214)

REQUEST FOR OVERSEAS TRANSPORTATION

SECRET

SEC. TO:
A

YOUR APPROVAL IS REQUESTED FOR THE OVERSEAS TRANSPORTATION OF _____

NAME OF TRAVELER

JUSTIFICATION FOR THE TRIP IS:

DATE

SIGNATURE (INITIATING OFFICER)

THE FOLLOWING ACTIONS CONCERNING THE ABOVE TRAVELER WERE COMPLETED ON THE DATES INDICATED BELOW:

DATE ASSESSED AND APPROVED

DATE SECURITY APPROVED

DATE ENTERED ON DUTY

DATE OF OVERSEAS PHYSICAL EXAMINATION

DATE IMMUNIZATION INITIATED

DATE

SIGNATURE (TRANSPORTATION CLEARANCE OFFICER)

NOTE: SEE INSTRUCTIONS ON REVERSE SIDE

SEC. TO:
B

TRANSPORTATION SECTION

SECRET

THE REQUEST FOR OVERSEAS TRAVEL DESCRIBED BELOW IS APPROVED.

DATE

SIGNATURE (OFFICIAL AUTHORIZED TO APPROVE TRAVEL)

NAME OF TRAVELER

LAST

FIRST

INITIAL

CIVILIAN OR MILITARY RANK

GRADE OR SERIAL NO.

OFFICIAL STATION

ADDRESS (RESIDENCE) NUMBER

STREET

CITY

STATE

AVAILABILITY DATE

TELEPHONE (RESIDENCE)

TELEPHONE (OFFICE)

REQUESTED MODE OF TRAVEL

DESTINATION AND ITINERARY

TYPE OF FUNDS AND JUSTIFICATION

PURPOSE

☐ PERMANENT CHANGE OF STATION☐ TEMPORARY DUTY, RETURNING APPROXIMATELY

TRAVEL

☐ ROUTINE

CONSIDERED

☐ SECRET

IDENTIFICATION WITH CIG

☐

AUTHORIZED

☐ NOT AUTHORIZED

OFFICIAL COURIER DESIGNATION

☐

REQUESTED

☐

NOT REQUESTED

CIVILIAN CLOTHING

☐

AUTHORIZED

☐

NOT AUTHORIZED

EXCESS BAGGAGE

TRAVEL SPONSOR

BRANCH

ROOM NO.

BUILDING

TELEPHONE

SPACES BELOW TO BE COMPLETED BY TRANSPORTATION SECTION

IMMUNIZATION COMPLETION DATE

INITIALS

DEPARTURE DATE (APPROXIMATE)

INITIALS

SEC. TO:
C

(REQUESTING BRANCH)

SECRET

THE REQUEST FOR THE TRANSPORTATION OF _____

NAME OF TRAVELER

TO

DESTINATION

WAS RECEIVED ON

DATE

IT IS ESTIMATED

THAT ARRANGEMENTS WILL BE COMPLETED FOR TRAVELER TO DEPART APPROXIMATELY

INSTRUCTIONS FOR PREPARING AND PROCESSING FORM NO. 36-23.

1. THE INITIATING OFFICER WILL:

- A. PREPARE IN DUPLICATE.
- B. FILL IN ALL OF SECTION A EXCEPT THE LOWER PART RESERVED FOR USE OF THE TRANSPORTATION CLEARANCE OFFICER.
- C. FILL IN ALL OF SECTION B EXCEPT THE TOP SPACE RESERVED FOR THE SIGNATURE OF THE OFFICER AUTHORIZED TO APPROVE TRAVEL, AND THE LOWER PART RESERVED FOR THE USE OF THE TRANSPORTATION SECTION.
- D. FILL IN THE FOLLOWING UNDER SECTION C:
REQUESTING BRANCH, NAME OF TRAVELER, DESTINATION.
- E. SIGN THE STATEMENT OF JUSTIFICATION FOR OVERSEAS TRANSPORTATION IN SECTION A AND ROUTE THE ENTIRE FORM IN DUPLICATE TO THE TRANSPORTATION CLEARANCE OFFICER.

2. THE TRANSPORTATION CLEARANCE OFFICER WILL:

- A. TAKE THE ACTIONS INDICATED ON THE LOWER PART OF SECTION A, FILL IN THE REQUIRED DATA AND SIGN.
- B. ROUTE THE ENTIRE FORM IN DUPLICATE TO THE OFFICER AUTHORIZED TO APPROVE TRAVEL.

3. THE OFFICER AUTHORIZED TO APPROVE TRAVEL WILL:

- A. REVIEW THE JUSTIFICATION AND CLEARANCES AND IF APPROVED, SIGN SECTION B AT THE TOP OF THE FORM IN THE PLACE INDICATED.
- B. DETACH SECTION A AND RETURN IT, IN DUPLICATE, TO THE TRANSPORTATION CLEARANCE OFFICER.
- C. ROUTE SECTIONS B AND C, IN DUPLICATE, TO THE TRANSPORTATION SECTION.

4. THE TRANSPORTATION SECTION WILL:

- A. COMPLETE SECTION C AND ROUTE COPY TO THE REQUESTING BRANCH.
- B. TAKE NECESSARY ACTIONS AND COMPLETE LOWER PART OF SECTION B.
- C. ROUTE COPY OF SECTION B TO THE APPROPRIATE TRAVEL UNIT FOR THE ISSUANCE OF TRAVEL ORDERS.
- D. RETAIN ORIGINAL OF SECTIONS B AND C IN FILES.

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ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

19 September 1949

Subject: Same
Rescission: AI [REDACTED] dated 7 June 1949.**1. General**

a. Travel orders will be issued by the Budget Office except as otherwise stated.

b. Chiefs of missions outside the continental United States may authorize and approve temporary duty travel within their theater for employees under their jurisdiction.

c. Requests for travel or amendments to travel orders (Form No. 34-5) other than specified in "b" above, shall be prepared in triplicate. One copy will be routed directly to the Transportation Division, Services Office, and the original and one copy routed to the Budget Office, through:

(1) Staff Chiefs or Assistant Directors or their Deputies in

the cases of individuals under their jurisdiction.

? { (1) (2) Executive, in addition to the above, in cases involving travel to be performed on confidential funds, or travel beyond the continental limits of the United States on vouchered funds, except as otherwise specifically provided in ^{these or the} Confidential Funds Regulations. }

only this
is correct

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no deletion

**CENTRAL INTELLIGENCE AGENCY
Washington, D. C.**

7 June 1949
~~27 May 1949~~

STATINTL

**ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]**

STATINTL

SUBJECT: Travel.

(This rescinds Administrative Instruction [REDACTED] dated 31 January 1949.)

1. General

a. Travel orders will be issued by the Budget Office except as otherwise stated.

b. Chiefs of missions outside the continental United States may authorize and approve temporary duty travel within their theater for employees under their jurisdiction.

c. Requests for travel or amendments to travel orders (Form No. 34-5) other than specified in "b" above, shall be prepared in triplicate. One copy will be routed directly to the Transportation Division, Services Office, and the original and one copy routed to the Budget Office, through:

(1) Staff Chiefs or Assistant Directors or their Deputies in the cases of individuals under their jurisdiction.

(2) Executive, in addition to the above, in cases involving travel to be performed on confidential funds, except as otherwise specifically provided in Confidential Funds Regulations.

(3) Personnel Officer, in addition to the above, in all cases involving permanent change of station, and travel to first post of duty abroad and return from post of duty abroad.

(4) Executive or Deputy Director in the case of Staff Chiefs and Assistant Directors.

d. Personal action of each forwarding official must be indicated on the request. Staff Chiefs and Assistant Directors may delegate approving authority to their deputies if desired.

e. (1) Requests for domestic travel will be submitted in duplicate in sufficient time to be processed and reach the Budget Office at least 48 hours prior to the actual departure time, for determination as to adequacy of justification and availability of funds.

(2) Requests for foreign travel must be submitted sufficiently in advance to permit required travel (and medical) arrangements prior to planned date of departure. (The Traveler will be instructed from

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~~RESTRICTED~~

~~the Administrative Officer of the office concerned personally contact the Transportation Officer, Services Office, North Building, at least six weeks before planned date of departure in order to facilitate travel arrangements.~~

Deleted: Necessarily a minimum of two weeks is needed.

(3) The necessity for travel ~~must~~ be adequately substantiated on the request. General statements such as "official business," "confidential purposes," etc., should not be used.

f. The Transportation Division, Services Office, will:

(1) Provide travel arrangement service.

(2) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination and immunization have been obtained, before releasing the tickets or transportation requests to the traveler.

(3) Arrange for the issuance of passports and visas.

g. Each person performing official travel shall familiarize himself with the provisions of the Standardized Government Travel Regulations as amended. Copies of the Regulations may be obtained from the Fiscal Branch, Budget Office.

2. Physical Examinations for Vouchered Foreign Travel

a. ~~The following policy will govern the processing of personnel for vouchered travel to overseas assignments:~~

(1) Physical Examinations:

a. (a) A complete physical examination ^{and required immunization} is necessary ^{within 70 days} prior to departure to overseas assignments. ~~This examination is valid for 70 days.~~

b. (b) A ^{additional} 48-hour physical examination ~~is required~~ to insure freedom from communicable diseases. ~~Performed 48 hours before departure from Washington.~~ ^{is required}

c. (c) A returnee physical examination is required within 5 days after returning to Washington from overseas assignment.

(d) ~~Proper immunization must be received by each traveler prior to departure. Tetanus immunization requires a minimum of six weeks, unless previous immunization has been administered.~~

b. ~~The procedure for requesting overseas and returnee physical examinations is as follows:~~

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Requests for physical examinations will be forwarded to

d. (1) ~~Administrative Officers are to prepare a memorandum addressed to the Physical Requirements Officer, Medical Services Division, requesting that a physical examination be made.~~

(2) ~~The overseas memorandum should contain the following information in order to insure proper processing:~~ *including*
fifty 750 days prior to estimated date of departure:
not less than

- (a) Name of Branch.
- (b) Name of Traveler.
- (c) Destination.
- (d) Type of Examination Required (Overseas or Returnee).
- (e) Date of Departure.
- (f) Type of Duty (Temporary or Permanent).
- (g) Route of Travel.
- (h) Mode of Travel.

3. Travel by Members of the Armed Services Assigned to CIA

a. Armed Services personnel performing temporary duty travel as necessary for CIA will be reimbursed for per diem and travel costs in accordance with the travel regulations of the various Armed Services.

b. Upon receipt of travel requests approved by the Budget Office, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two copies of the orders will be forwarded to the Fiscal Branch, Budget Office.

4. Preparation and Submission of Vouchers

a. Travel vouchers must be submitted to the Fiscal Branch, Budget Office, upon completion of each trip, or at the end of each calendar month in cases of extended travel. Vouchers for travel authorized by a chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Branch.

b. The Fiscal Branch will provide advice and assistance to traveling personnel for the preparation and submission of vouchers. The traveler should maintain accurate records of time of departure and arrival at all points, a record of official expenditures, copies of official telegrams and receipts for official expenses when necessary. It is essential that the traveler have this information to enable reimbursement for official expenses paid by him.

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5. Repeated Motor Truck Travel

The Budget Office may, upon the recommendation of the Services Officer, issue monthly blanket travel orders for truck drivers engaged in repeated official trips with CIA cargoes, and arrange for periodic submission of travel vouchers covering such repeated travel.

6. This directive ~~does not~~ ^{will} apply to travel to be performed under provisions of Confidential Funds Regulations ^{to the extent that it is not in} conflict with those regulations.
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Captain, USN
Executive

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DISTRIBUTION: A.



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R-1996

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100010041-8

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

*This is to be
placed in the
Date: [redacted] A.I.*

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~~ADMINISTRATIVE INSTRUCTION~~
NO. [redacted]

ADMINISTRATIVE INSTRUCTION DATE: 27 May 1949
NO. [redacted]

~~Paragraph 1(a) of Administrative Instruction [redacted] is amended~~

1. E(2) "Requests for foreign travel must be submitted sufficiently in advance to permit required travel and medical arrangements prior to planned date of departure. The traveler will on instruction from the Administrative Officer of the office concerned personally contact the Transportation Officer, Services Office, North Building, at least six weeks before planned date of departure in order to facilitate travel arrangements."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

DISTRIBUTION:

Prepare serial

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21 April 1949

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CONCURRENCES:

(Administrative Instruction

sub: Travel)

STATINTL

OS

5/2/49
(date)

OP

13 May 49
(date)

OR

2 May 49
(date)

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n Conf. Funds, however

OSC

17 May 1949
(date)

OO

2 May 1949
(date)

OCD

4 May 1949
(date)

SER

4/29/49
(date)

PER

4/25/49
(date)

BUD

4-22-49
(date)

Suggest that the word "Requisitions" be changed to "Requests."

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~~ADMINISTRATIVE INSTRUCTION~~

2. [REDACTED] Physical Examinations for Vouchered Foreign Travel

a. The following policy will govern the processing of personnel for
vouchered travel to overseas assignments:

(1) Physical Examinations:

(a) A complete physical examination is necessary prior to departure to overseas assignments. This examination is valid for 70 days.

(b) A 48 hour physical examination is required to insure freedom from communicable diseases. (Performed 48 hours before departure from Washington.)

(c) A returnee physical examination is required within 5 days after returning to Washington from overseas assignment.

(d) Proper immunization must be received by each traveler prior to departure. Tetanus immunization requires a minimum of six weeks, unless previous immunization has been administered.

b. The procedure for requesting overseas and returnee physical examinations is as follows:

(1) Administrative Officers are to prepare a memorandum addressed to the Physical Requirements Officer, Medical Services Division, requesting that a physical examination be made.

(2) The overseas memorandum should contain the following information in order to insure proper processing:

(a) Name of Branch.

(b) Name of Traveler.

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- 2 -

- (C) Destination.
- (C) Type of Examination Required (Overseas or Returnee).
- (C) Date of Departure.
- (C) Type of Duty (Temporary or Permanent).
- (C) Route of Travel.
- (C) Mode of Travel.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

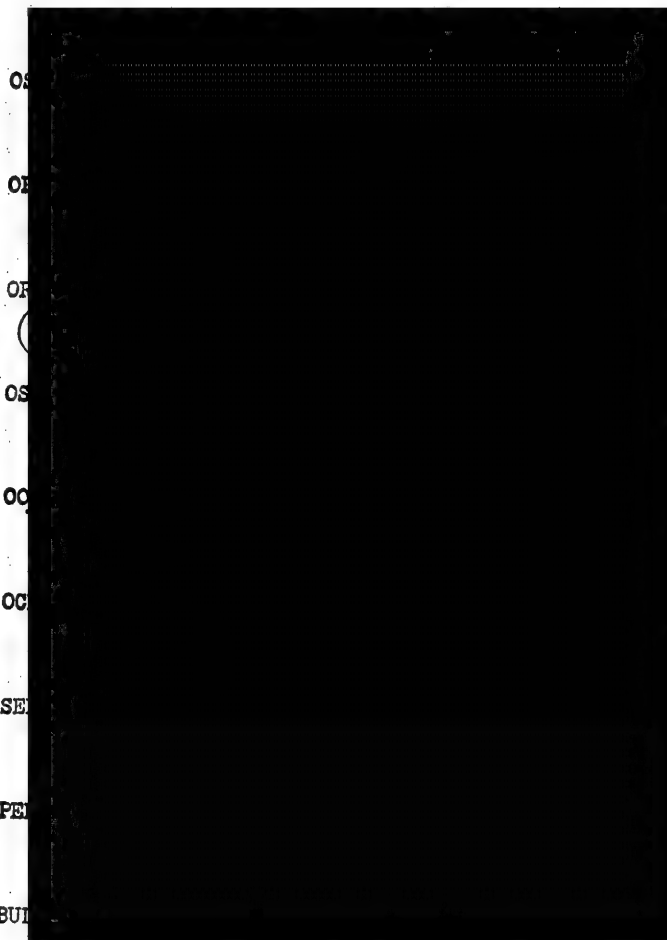
DISTRIBUTION:

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RESTRICTED

4/18/49

CONCURRENCES: Administrative Instruction No.-----, subject: Overseas Physical Examinations.



5/2/49
(date)

5/13/49
(date)

2 May 49
(date)

17 May 1949
(date)

2 May 49
(date)

4 May 49
(date)

4/29/49
(date)

4/30/49
(date)

4-22-49
(date)

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1 Management Office		
2		
3		
4		
5		

FROM	INITIALS	DATE
1 Deputy Exec	103	1 July
2		
3		

- | | | |
|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

REMARKS: Please see me if you have any questions or objections. Otherwise prepare for publication. I would have objected to Set pay pattern - conditions *Sampled content*

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4 SEP 1947

Signed on stencil 7/5/49 -

The \$6 Question

• Now that Congress has voted to raise maximum Federal employee travel allowances from \$6 to 9 per day, what about agencies which consistently have paid their employees less than \$6? If they claim less than \$6 is justified now, how can they justify a larger amount when the new law goes into effect July 1? (Note: A surprising number of agencies do allow less than \$6.)

• Rep. A. Leonard Allen (D., La.) has put in a bill to grant raises ranging around 10 to 15 per cent to all Veterans Administration doctors, dentists and nurses. As a result of 1946 legislation, these workers already are paid more than comparable employees in other

Only 105.

- \$27.50 W
- \$13.95 A
- \$3.95 to
- \$2.95
- \$1.2
- \$1
- \$7

RESTRICTED

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

1 July 1949

STATINTL

SUBJECT: Travel Allowances (interim instructions)

1. Pursuant to the provisions of Public Law 92 (81st Congress) approved 9 June 1949 and in accordance with Bureau of the Budget Circular A-7 (Revised effective 1 July 1949) this Agency shall authorize and pay allowances for civilian officers and employees in a travel status not to exceed the following:

a. A per diem rate of eight dollars in the continental United States and rates prescribed by the Bureau of the Budget Circular A-7 for travel outside the United States (*See attachment*)

b. A mileage rate of 7¢ per mile for use of privately owned car when such mode of transportation is authorized or approved as being more advantageous to the Government.

STATINTL

2. For extended periods of temporary duty [REDACTED] in the United States, the following schedule of rates shall apply:

First 60 days - \$8.00

Second 60 days - 6.00

Third 60 days - 3.00

STATINTL

Absence of 10 days or less shall not be considered as interrupting the continuity of temporary duty [REDACTED]

3. The per diem and mileage rates set forth herein are the maximum allowable and officials authorized to issue travel orders will reduce the stipulated rate whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational

RESTRICTED

RESTRICTED

- 2 -

unit concerned should be in a position to justify the rate(s) requested. Pending the completion of a study now in progress and the assemblage of experience data, the approval of the request by the initiating office shall be deemed a certificate that the rate(s) stipulated in the request are not in excess of the amount(s) normally required to meet the necessary official travel expenses at the location(s) listed and under the circumstances.

4. The provisions of this instruction are effective 1 July 1949 and shall remain in effect until revised regulations can be promulgated on the basis of further study and experience.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Captain, USN
Executive

*Attachment: Extract from Bureau of the
Budget Circular A-7.*

Concurred in:

[Redacted signature]

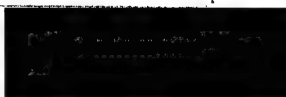
*This appears to meet the
legal requirements for
the interim period pend-
ing further study.*

[Redacted signature]

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LOCALITY	MAXIMUM PER DIEM RATES	LOCALITY	MAXIMUM PER DIEM RATES
Afghanistan	\$ 6.00	Netherlands	\$ 10.00
Andorra	10.00	Netherlands East Indies	12.00
Australia	6.00	Netherlands West Indies	10.00
Austria	6.00	New Caledonia	6.00
Bahamas	12.00	New Zealand	6.00
Belgium	12.00	Norway	10.00
Belgian Congo	10.00	Panama	10.00
Bermuda	12.00	Paraguay	6.00
Brazil	10.00	Paris, France	10.00
British Honduras	6.00	Peru	6.00
British Malaysia	10.00	Philippines, Republic	
Bulgaria	10.00	except Manila	14.00
Burma	10.00	Poland	12.00
Ceylon	10.00	Portugal, except	
Cyprus	10.00	Azores and Madeira Islands	10.00
Czechoslovakia	10.00	Azores and Madeira Islands	6.00
Denmark	10.00	Rome, Italy	10.00
Dominican Republic	10.00	Rumania	12.00
Egypt	10.00	Santos, Brazil	10.00
Estonia	18.00	Sao Paulo, Brazil	10.00
Fiji Islands	6.00	Shanghai, China	10.00
French Indo China	10.00	Society Islands	6.00
French West Indies	6.00	Spain, except Canary	
Germany	6.00	Islands	10.00
Gibraltar	6.00	Canary Islands	6.00
Greece	10.00	Surinam	6.00
Greenland	6.00	Sweden	10.00
Havana, Cuba	12.00	Switzerland	10.00
Haiti	10.00	Turkey	10.00
Hong Kong	10.00	Union of Soviet Socialist	
Hungary	14.00	Republics	18.00
Iceland	10.00	Uruguay	10.00
India	10.00	Vatican City	10.00
Iraq	10.00	Venezuela	18.00
Israel	15.00	Yugoslavia	14.00
Japan	6.00	Other Localities	8.00
Korea	6.00		
Latvia	18.00		
Liberia	10.00		
Liechtenstein	10.00		
Lithuania	18.00		
London, England	10.00		
Luxembourg	10.00		
Madagascar	6.00		
Manila, Republic			
Philippines	16.00		
Mexico, except Mexico			
D. F.	6.00		

STATINTL



To Oct 49

Subject: Travel Allowances.

STATINTL

1. ~~As a result of~~ To mark of administrative
Instruction ~~as a result of~~
pertaining to per diem allowance
as under "\$8.00" is hereby amended
to read "\$9.00".

For the Sec:

STATINTL

Dis. P.



STATINTL



Stencil, please.

DRAFT - 10/25/49

STATINTL

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100010041-8

RESTRICTED

Rel

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

After
26 October 49

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

STATINTL

SUBJECT: Travel Allowances

STATINTL

*has
auth*

REVISIONS: Administrative Instruction [REDACTED], dated July 1949

allowance

1. A maximum per diem ~~rate~~ of nine dollars (\$9.00) is authorized within the continental United States. The maximum per diem rates for an extended period of temporary duty at a given location are:

- First 60 days - \$9.00
- Second 60 days - 6.00
- Third 60 days - 3.00

consecutive calendar

Absence of 10 days or less shall not be considered as interrupting extended duty.

2. A maximum mileage rate of 7¢ per mile is authorized for travel by privately owned automobile.

3. Assistant Directors and Staff Chiefs or their Deputies shall authorize lower per diem or mileage rates when the estimated expense is less than the maximum rates and shall be able to justify the rates they approve. Their approval will be considered as certification that the rates are justified.

STATINTL

no more [REDACTED] as complete, is recorded.
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Captain, USN
Executive

STATINTL

DISTRIBUTION: A.

STATINTL

STATINTL

by [REDACTED]
Concurred in by [REDACTED] - 10-24-49
[REDACTED] verbally concurred. 10-25-49

STATINTL

5 December 1946

STATINTL
STATINTL

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE INSTRUCTION NO. [REDACTED]

Indexed
12/12/46
9m-9TRAVEL INSTRUCTIONS FOR CIVILIAN EMPLOYEES

STATINTL

CIG Administrative Order [REDACTED] dated 31 October 1946 is hereby rescinded and the following is substituted therefor;

1. POLICY

- a. It is the policy of the CIG to limit the travel of employees to a minimum consistent with operating requirements. All travel must be authorized in writing in advance, and such authorizations will be made only after it has been determined by a properly designated official that the travel is officially necessary. Authorization will be given for specific trips only, and blanket travel orders will not be issued unless approved by the Executive for Personnel and Administration.
- b. All travel by employees paid from vouchered funds must be authorized and performed in accordance with the provisions of Standardized Government Travel Regulations and/or applicable current statutes.

RENUMBERED AND
INTEGRATED WITH CIG
AO [REDACTED] PER CIA
GENERAL ORDER [REDACTED]

2. AUTHORIZATION

- a. When it is determined that it is necessary for a vouchered civilian employee to perform official domestic travel, a travel request on Form 34-5 will be approved by the office or branch chief and forwarded to the Chief, Fiscal Section. The Chief, Fiscal Section will approve and forward Form 34-5 to the Travel Unit, Fiscal Section, for issuance of the necessary travel orders.
- b. After the travel order is prepared and funds to cover the cost of travel have been obligated, the original will be forwarded to the traveler or may be picked up by the traveler from the Travel Unit, Fiscal Section.
- c. To amend a previously issued travel order, a new request should be submitted in accordance with the procedure outlined above. If approved, the amended order will be issued and distributed in the same manner as the original.
- d. Requests for travel should be initiated sufficiently in advance of the commencement of travel so that the Chief, Fiscal Section will have the request in his possession at least 48 hours prior to the time the travel is to begin.

STATINTL

5 December 1946

3. REIMBURSEMENT FOR TRAVEL EXPENSES

- a. After the completion of a trip, or at the end of each month, the traveler will submit his account for travel reimbursement expenses on Standard Form 1012, "Public Voucher for Reimbursement of Travel and Other Expenses including Per Diem". This form will be approved administratively by the Branch Chief or his designee and forwarded in quadruplicate to the Fiscal Section for audit, certification and payment.
- b. An administrative audit of Form 1012 will be performed by the Fiscal Section to determine if the travel was performed as authorized in accordance with Standardized Government Travel Regulations and pertinent travel order. Any suspensions (deductions) from the amount claimed will be reported to the traveler on an Administrative Audit Difference Statement" together with an explanation, where applicable, of the information necessary to support a reclaim of the amount previously suspended.

4. TRAVEL SERVICES

- a. It is the responsibility of each traveler to prepare his travel voucher in proper form. However, upon request, the Travel Unit, Fiscal Section, will extend advice and assistance in connection with the preparation of vouchers. The Travel Unit of the Fiscal Section will also, when requested, render special services for military and naval personnel by making a pre-audit and examination of travel vouchers for accuracy and compliance with regulations prior to their submission to the War or Navy Disbursing Officer for payment.

5. GENERAL INFORMATION FOR THE TRAVELERa. Examine Orders

The traveler should examine his travel order to determine that it specified all requirements including the mode of transportation to be used, the period to be covered, and the places to be visited. If the order does not provide adequate coverage, an amendment should be requested through proper channels prior to the time travel is begun.

b. Maintain Records

The traveler should maintain accurate records of time of departure from and arrival at different points, and a record of official

expenditures as well as copies of official telegrams and paid receipts for official expenses when necessary. It is essential that the traveler have this information to enable him to prepare a correct reimbursement voucher.

c. Purchase of Tickets

It is the responsibility of the traveler to ascertain in all cases whether or not through tickets, excursion tickets or reduced rate round trip tickets can be secured. The fact that the existence of such rates may not have been known to the traveler does not relieve him of responsibility of obtaining the lowest rates. It is essential that the traveler purchase a ticket that will adequately cover the period of his travel without incurring any unnecessary expense. When traveling by common carrier, Government Transportation Requests which will be furnished by the Travel Unit, Fiscal Section, must be used.

d. Return Unused Tickets

Unused portions of tickets should be submitted attached to the travel reimbursement account, Standard Form 1012.

e. Per Diem

The calendar day will be the unit used in computing the per diem allowance for continuous travel of more than twenty-four hours. For fractional parts of a day at the commencement or ending of such continuous travel, one-fourth of the rate for a calendar day will be allowed for each period of six hours or fraction thereof. No per diem will be allowed when the departure from official station is after 8:00 a.m. and the return on the same day is prior to 6:00 p.m., or for any absence not exceeding three hours. For

STATINTL

5 December 1946

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100010041-8

STATINTL

STATINTL

upon the continuity of the traveler's domicile at temporary [REDACTED] duty shall be administratively determined in each case based upon the circumstances surrounding the leave, and final authority for such determination shall rest with the bonded Certifying Officer who approved the account for payment.

f. Leave While in Travel Status

If leave of absence of any kind begins or terminates within the traveler's prescribed hours of duty, per diem allowance will terminate or begin at the same time. If the leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler will be regarded as being in subsistence status until midnight of the last day on which actual service is rendered preceding the leave of absence and from 12:01 a.m. of the day on which actual service is resumed. Fractional leave of absence wholly within a day, where for half of the prescribed working hours or less, will be disregarded for subsistence purposes. Where it exceeds half of the prescribed working hours, no subsistence will be allowed.

g. Advance of Funds

Advance of official funds to cover the expenses of a vouchered employee while in a travel status, can be made only if the employee executes a Bond of Indemnity. The cost of the premium in securing such a bond (\$5.00) must be borne personally by the employee.

6. FOREIGN TRAVEL

- a. Bureau of the Budget Circular A-7, revised, dated 5 September 1946, contains amendments to Standardized Government Travel Regulations. Paragraph 45 of these Regulations, set forth in Budget Circular A-7, provides in part that, "For travel on official business outside the continental limits of the United States, a per diem allowance not to exceed \$7.00 in lieu of subsistence expenses, may be allowed (except during the fiscal year 1947 the maximum per diem allowance shall be the amount prescribed in Appendix 1 of this Regulation). The per diem allowances provided herein represent the maximum allowable, not the minimum." It is the responsibility of the officials authorized to issue travel orders and authorize a per diem allowance to see that the travel orders authorized only such per diem allowance not in excess of the maximum as are justified by

5 December 1946

the circumstances surrounding the travel. Therefore, in accordance with paragraph 45, "Care should be exercised to prevent the fixing of a per diem allowance in excess of that required to meet the necessary authorized expenses." The per diem allowance described in Appendix 1 of paragraph 45, which Appendix is attached to Bureau of the Budget Circular A-7, may be authorized by the persons to whom authority to issue travel orders has been granted. Such persons include Chiefs of Missions, Executive for Personnel and Administration, Chief, Finance Division, and Chief, Fiscal Section.


- b. Since one day is lost on a westward crossing of the International Date Line, per diem for one day will be deducted from all travel accounts when such travel is involved.

7. APPLICATION

This Order and amendments thereto shall apply only where travel allowances and per diem are payable from vouchered funds available to CIG.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL



Deputy Executive for Personnel
and Administration

25X1A

CENTRAL INTELLIGENCE GROUP

INSTRUCTION

TRAVEL ALLOWANCES AND PER DIEM

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700.

700.

700.

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III. Travel Allowances for Prospective Employees:

Where prospective employees are directed to report for assessment, travel allowances and per diem will be in accordance with the following:

A. Where the employee is directed to report for assessment and for whom the assessment report is unfavorable so as to bar employment, round trip travel expenses are authorized, together with per diem for the necessary travel time and for the number of days the Government requires the individual to stay in Washington.

B. Where the employee is directed to report for assessment prior to employment and receives a favorable report and enters on duty immediately thereafter, no allowance will be paid for the travel to Washington. During the period required for actual assessment and interview, the employee will be paid per diem. No per diem will be paid beyond the number of days required for actual assessment and interview.

C. Where the prospective employee is directed to report for assessment and receives his assessment approval but requests permission to return home to wind up his affairs before accepting employment, the employee will be entitled to payment of travel expenses for a round trip from his home to Washington and return. Per diem will be paid for necessary travel time and the time of actual assessment and interview and for any additional days he is required to remain in Washington in the interests of the Government. Per diem will not be paid where the employee remains in Washington for his own purposes. No transportation expenses or per diem will be paid if the employee does not have to return home and either stays in Washington at his own expense or returns home for non-essential purposes, as distinguished from the necessary winding up of his personal affairs and business.

D. All vouchers for payment of the type of expenses listed in A, B, and C above will be approved by the Branch Chief in accordance with Special Funds Regulations. However, the vouchers must be forwarded prior to the approval of the Branch Chief to the Chief, Personnel Procurement Section of the Projects Support Division for approval, and his approval of the vouchers will constitute certification that the travel stated was necessary in the Government interests; that the per diem covered only those days of travel or stay in Washington requested by the Government; and that the amounts stated are correct. The prospective employee is entitled to first-class railroad fare and pullman charges, and he should be requested to obtain a round trip ticket. Where several days train travel would be required, the prospective employee may be authorized to use air transportation, in which case he will be reimbursed for actual plane fare and per diem for the actual number of days although the total may be less than train and pullman plus the number of days required by train travel. Travel by automobile will be reimbursed at the rate of \$.03 per mile with mileage established in accordance with War Department regulations. The amount of per diem to be paid will be in accordance with Standardized Government Travel Regulations.

IV. Per Diem Payments to Personnel on Temporary Duty in Washington:


Employees who are employed with the intent that they shall report immediately after necessary training to an overseas station may be granted a per diem allowance while in training in accordance with the following:

A. Effective upon entrance on duty in Washington, a per diem payment not to exceed \$6.00 may be made for the first sixty days. After the sixtieth day, a per diem payment not to exceed \$4.00 may be made.

D. Per diem payments of this nature are authorized only for those personnel who are hired for overseas duty and are required to report to Washington for temporary duty in connection with processing and training prior to dispatch abroad.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



Deputy Executive for Personnel
and Administration

CONFIDENTIAL

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

31 January 1949

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

SUBJECT: Travel

STATINTL

STATINTL

(This rescinds Administrative Instruction [REDACTED], dated 20 July 1948.) *Rb*1. General

a. Travel orders will be issued by the Budget Office except as otherwise stated.

b. Chiefs of missions outside the continental United States may authorize and approve temporary duty travel within their theater for employees under their jurisdiction.

c. Requests for travel or amendments to travel orders (Form No. 34-5) other than specified in "b" above, shall be prepared in triplicate. One copy will be routed directly to the Transportation Division, Services Office, and the original and one copy routed to the Budget Office, through:

(1) Staff Chiefs or Assistant Directors or their Deputies in the cases of individuals under their jurisdiction.

(2) Executive, in addition to the above, in cases involving travel to be performed on confidential funds, except as otherwise specifically provided in Confidential Funds Regulations.

(3) Personnel Officer, in addition to the above, in all cases involving permanent change of station, and travel to first post of duty abroad and return from post of duty abroad.

(4) Executive or Deputy Director in the case of Staff Chiefs and Assistant Directors.

d. Personal action of each forwarding official must be indicated on the request. Staff Chiefs and Assistant Directors may delegate approving authority to their deputies if desired.

e. (1) Requests for domestic travel will be submitted in duplicate in sufficient time to be processed and reach the Budget Office at least 48 hours prior to the actual departure time, for determination as to adequacy of justification and availability of funds.

RESTRICTED

-1-

(2) Requests for foreign travel must be submitted sufficiently in advance to permit required travel arrangements prior to planned date of departure. Normally a minimum of two weeks is needed for such cases.

(3) The necessity for travel must be adequately substantiated on the request. General statements such as "official business," "confidential purposes," etc., should not be used.

f. The Transportation Division, Services Office, will:

(1) Provide travel arrangement service.

(2) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination and immunization have been obtained, before releasing the tickets or transportation requests to the traveler.

(3) Arrange for the issuance of passports and visas.

g. Each person performing official travel shall familiarize himself with the provisions of the Standardized Government Travel Regulations as amended. Copies of the Regulations may be obtained from the Fiscal Branch, Budget Office.

2. Travel by Members of the Armed Services Assigned to CIA

a. Armed Services personnel performing temporary duty travel as necessary for CIA will be reimbursed for per diem and travel costs in accordance with the travel regulations of the various Armed Services.

b. Upon receipt of travel requests approved by the Budget Office, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two copies of the orders will be forwarded to the Fiscal Branch, Budget Office.

3. Preparation and Submission of Vouchers

a. Travel vouchers must be submitted to the Fiscal Branch, Budget Office, upon completion of each trip, or at the end of each calendar month in cases of extended travel. Vouchers for travel authorized by a chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Branch.

b. The Fiscal Branch will provide advice and assistance to

traveling personnel for the preparation and submission of vouchers. The traveler should maintain accurate records of time of departure and arrival at all points, a record of official expenditures, copies of official telegrams and receipts for official expenses when necessary. It is essential that the traveler have this information to enable reimbursement for official expenses paid by him.

4. Repeated Motor Truck Travel

The Budget Office may, upon the recommendation of the Services Officer, issue monthly blanket travel orders for truck drivers engaged in repeated official trips with CIA cargoes, and arrange for periodic submission of travel vouchers covering such repeated travel.

5. This directive does not apply to travel to be performed under provisions of Confidential Funds Regulations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Acting Executive

DISTRIBUTION: A

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JLCENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

7 June 1949

STATINTL
STATINTL

SUBJECT: Travel.

(This rescinds Administrative Instruction [REDACTED] dated 31 January 1949.)

1. General

a. Travel orders will be issued by the Budget Office except as otherwise stated.

b. Chiefs of missions outside the continental United States may authorize and approve temporary duty travel within their theater for employees under their jurisdiction.

c. Requests for travel or amendments to travel orders (Form No. 34-5) other than specified in "b" above, shall be prepared in triplicate. One copy will be routed directly to the Transportation Division, Services Office, and the original and one copy routed to the Budget Office, through:

(1) Staff Chiefs or Assistant Directors or their Deputies in the cases of individuals under their jurisdiction.

(2) Executive, in addition to the above, in cases involving travel to be performed on confidential funds, except as otherwise specifically provided in Confidential Funds Regulations.

(3) Personnel Officer, in addition to the above, in all cases involving permanent change of station, and travel to first post of duty abroad and return from post of duty abroad.

(4) Executive or Deputy Director in the case of Staff Chiefs and Assistant Directors.

d. Personal action of each forwarding official must be indicated on the request. Staff Chiefs and Assistant Directors may delegate approving authority to their deputies if desired.

e. (1) Requests for domestic travel will be submitted in duplicate in sufficient time to be processed and reach the Budget Office at least 48 hours prior to the actual departure time, for determination as to adequacy of justification and availability of funds.

-1-

RESTRICTED

RESTRICTED

(2) Requests for foreign travel must be submitted sufficiently in advance to permit required travel and medical arrangements prior to planned date of departure. Travelers will personally contact the Transportation Officer, Services Office, at least six weeks before planned date of departure in order to facilitate travel arrangements.

(3) The necessity for travel must be adequately substantiated on the request. General statements such as "official business," "confidential purposes," etc., should not be used.

f. The Transportation Division, Services Office, will:

(1) Provide travel arrangement service.

(2) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination and immunization have been obtained, before releasing the tickets or transportation requests to the traveler.

(3) Arrange for the issuance of passports and visas.

g. Each person performing official travel shall familiarize himself with the provisions of the Standardized Government Travel Regulations as amended. Copies of the Regulations may be obtained from the Fiscal Branch, Budget Office.

2. Physical Examinations for Vouchered Foreign Travel

a. A complete physical examination and required immunization is necessary within 70 days prior to departure to overseas.

b. An additional physical examination to insure freedom from communicable diseases is required 48 hours before departure from Washington.

c. A returnee physical examination is required within 5 days after returning to Washington from overseas assignment.

d. Requests for physical examinations will be forwarded to the Physical Requirements Officer, Medical Services Division, including the following information, not less than fifty (50) days prior to estimated date of departure:

(1) Name of Branch.

(2) Name of Traveler.

(3) Destination.

-2-

RESTRICTED

RESTRICTED

- (4) Type of Examination Required (Overseas or Returnee).
- (5) Date of Departure.
- (6) Type of Duty (Temporary or Permanent).
- (7) Route of Travel.
- (8) Mode of Travel.

3. Travel by Members of the Armed Services Assigned to CIA

a. Armed Services personnel performing temporary duty travel as necessary for CIA will be reimbursed for per diem and travel costs in accordance with the travel regulations of the various Armed Services.

b. Upon receipt of travel requests approved by the Budget Office, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two copies of the orders will be forwarded to the Fiscal Branch, Budget Office.

4. Preparation and Submission of Vouchers

a. Travel vouchers must be submitted to the Fiscal Branch, Budget Office, upon completion of each trip, or at the end of each calendar month in cases of extended travel. Vouchers for travel authorized by a chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Branch.

b. The Fiscal Branch will provide advice and assistance to traveling personnel for the preparation and submission of vouchers. The traveler should maintain accurate records of time of departure and arrival at all points, a record of official expenditures, copies of official telegrams and receipts for official expenses when necessary. It is essential that the traveler have this information to enable reimbursement for official expenses paid by him.

5. Repeated Motor Truck Travel

The Budget Office may, upon the recommendation of the Services Officer, issue monthly blanket travel orders for truck drivers engaged in repeated official trips with CIA cargoes, and arrange for periodic submission of travel vouchers covering such repeated travel.

-3-

RESTRICTED

RESTRICTED

6. This directive will apply to travel to be performed under provisions of Confidential Funds Regulations only to the extent that it is not in conflict with those regulations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE.

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DISTRIBUTION: A.

Captain, USN
Executive

1979 JUN 10 14

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SPECIAL FUNDS BRANCH

RESTRICTED

STATINTL

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

5 January 1947

STATINTL

(This supplements Administrative Instruction [REDACTED] dated 5 December 1946)

STATINTL

SUBJECT: Comptroller General's Decision Regarding Traveling Expenses
Personal Convenience - Return to Headquarters Upon Illness
Without Completion of Temporary Duty

1. The Comptroller General on 20 October 1947 issued Decision No. B-70058 relating to the above subject.

2. The decision states that where an employee is taken ill while in travel status necessitating his return to headquarters without completing the duty assigned, he is not entitled to reimbursement for the expense of the return trip nor for per diem for such period of travel. However, where the illness occurs reasonably coincident with the termination of official duty in a travel status, reimbursement may be allowed in an amount not to exceed the amount that would have been incurred if the employee had returned immediately after the completion of his official duties. By failure of the employee to complete the duties assigned while away from his official headquarters, an additional expense or burden may be placed upon the Government through the necessity of assigning another employee to complete the unfinished task.

3. The sum payable to the employee for travel for the period prior to illness is to be applied against the cost of Government travel in returning to headquarters. Any additional amount remaining due will be collected from the employee by administrative action.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Executive for
Administration and Management

DISTRIBUTION: A

file

R-E-S-T-R-I-C-T-E-D

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

1 July 1949

SUBJECT: Travel Allowances (interim instructions).

1. Pursuant to the provisions of Public Law 92 (81st Congress) approved 9 June 1949 and in accordance with Bureau of the Budget Circular A-7 (revised effective 1 July 1949) this Agency shall authorize and pay allowances for civilian officers and employees in a travel status not to exceed the following:

a. A per diem rate of eight dollars in the continental United States and rates prescribed by the Bureau of the Budget Circular A-7 for travel outside the United States (see attachment).

b. A mileage rate of 7¢ per mile for use of privately owned car when such mode of transportation is authorized or approved as being more advantageous to the Government.

2. For extended periods of temporary duty [REDACTED] in the United States, the following schedule of rates shall apply:

First 60 days - \$8.00 -

Second 60 days - 6.00

Third 60 days - 3.00

AMENDMENT -

A.T. [REDACTED]

26 OCT. 49

Absence of 10 days or less shall not be considered as interrupting the continuity of temporary duty [REDACTED]

3. The per diem and mileage rates set forth herein are the maximum allowable and officials authorized to issue travel orders will reduce the stipulated rate whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational unit concerned should be in a position to justify the rate(s) requested. Pending the completion of a study now in progress and the assemblage of experience data, the approval of the request by the initiating office shall be deemed a certificate that the rate(s) stipulated in the request are not in excess of the amount(s) normally required to meet the necessary official travel expenses at the location(s) listed and under the circumstances.

-1-

R-E-S-T-R-I-C-T-E-D

R-E-S-T-R-I-C-T-E-D

LOCALITY	MAXIMUM PER DIEM RATES	LOCALITY	MAXIMUM PER DIEM RATES
Afghanistan	\$ 6.00	Netherlands	\$ 10.00
Andorra	10.00	Netherlands East Indies	12.00
Australia	6.00	Netherlands West Indies	10.00
Austria	6.00	New Caledonia	6.00
Bahamas	12.00	New Zealand	6.00
Belgium	12.00	Norway	10.00
Belgian Congo	10.00	Panama	10.00
Bermuda	12.00	Paraguay	6.00
Brazil	10.00	Paris, France	10.00
British Honduras	6.00	Peru	6.00
British Malaysia	10.00	Philippines, Republic	
Bulgaria	10.00	except Manila	14.00
Burma	10.00	Poland	12.00
Ceylon	10.00	Portugal, except	
Cyprus	10.00	Azores and Madeira Islands	10.00
Czechoslovakia	10.00	Azores and Madeira Islands	6.00
Denmark	10.00	Rome, Italy	10.00
Dominican Republic	10.00	Rumania	12.00
Egypt	10.00	Santos, Brazil	10.00
Estonia	18.00	Sao Paulo, Brazil	10.00
Fiji Islands	6.00	Shanghai, China	10.00
French Indo China	10.00	Society Islands	6.00
French West Indies	6.00	Spain, except Canary Islands	10.00
Germany	6.00	Canary Islands	6.00
Gibraltar	6.00	Surinam	6.00
Greece	10.00	Sweden	10.00
Greenland	6.00	Switzerland	10.00
Havana, Cuba	12.00	Turkey	10.00
Haiti	10.00	Union of Soviet Socialist	
Hong Kong	10.00	Republics	18.00
Hungary	14.00	Uruguay	10.00
Iceland	10.00	Vatican City	10.00
India	10.00	Venezuela	18.00
Iraq	10.00	Yugoslavia	14.00
Israel	15.00	Other Localities	8.00
Japan	6.00		
Korea	6.00		
Latvia	18.00		
Liberia	10.00		
Liechtenstein	10.00		
Lithuania	18.00		
London, England	10.00		
Luxembourg	10.00		
Madagascar	6.00		
Manila, Republic			
Philippines	16.00		
Mexico, except Mexico			
D. F.	6.00		

R-E-S-T-R-I-C-T-E-D

1949 JUL 7 PM 2 16


BUDGET OFFICE

R-E-S-T-R-I-C-T-E-D

4. The provisions of this Instruction are effective 1 July 1949 and shall remain in effect until revised regulations can be promulgated on the basis of further study and experience.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Captain, USN /
Executive

Attachment:
Extract from Bureau of the Budget Circular A-7.

DISTRIBUTION: A.

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R-E-S-T-R-I-C-T-E-D

R-E-S-T-R-I-C-T-E-D

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

1 July 1949

SUBJECT: Travel Allowances (interim instructions).

1. Pursuant to the provisions of Public Law 92 (81st Congress) approved 9 June 1949 and in accordance with Bureau of the Budget Circular A-7 (revised effective 1 July 1949) this Agency shall authorize and pay allowances for civilian officers and employees in a travel status not to exceed the following:

a. A per diem rate of eight dollars in the continental United States and rates prescribed by the Bureau of the Budget Circular A-7 for travel outside the United States (see attachment).

b. A mileage rate of 7¢ per mile for use of privately owned car when such mode of transportation is authorized or approved as being more advantageous to the Government.

STATINTL

2. For extended periods of temporary duty [REDACTED] in the United States, the following schedule of rates shall apply:

First 60 days - \$8.00

Second 60 days - 6.00

Third 60 days - 3.00

STATINTL

Absence of 10 days or less shall not be considered as interrupting the continuity of temporary duty [REDACTED]

3. The per diem and mileage rates set forth herein are the maximum allowable and officials authorized to issue travel orders will reduce the stipulated rate whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational unit concerned should be in a position to justify the rate(s) requested. Pending the completion of a study now in progress and the assemblage of experience data, the approval of the request by the initiating office shall be deemed a certificate that the rate(s) stipulated in the request are not in excess of the amount(s) normally required to meet the necessary official travel expenses at the location(s) listed and under the circumstances.

-1-

R-E-S-T-R-I-C-T-E-D

R-E-S-T-R-I-C-T-E-D

LOCALITY	MAXIMUM PER DIEM RATES	LOCALITY	MAXIMUM PER DIEM RATES
Afghanistan	\$ 6.00	Netherlands	\$ 10.00
Andorra	10.00	Netherlands East Indies	12.00
Australia	6.00	Netherlands West Indies	10.00
Austria	6.00	New Caledonia	6.00
Bahamas	12.00	New Zealand	6.00
Belgium	12.00	Norway	10.00
Belgian Congo	10.00	Panama	10.00
Bermuda	12.00	Paraguay	6.00
Brazil	10.00	Paris, France	10.00
British Honduras	6.00	Peru	6.00
British Malaysia	10.00	Philippines, Republic	
Bulgaria	10.00	except Manila	14.00
Burma	10.00	Poland	12.00
Ceylon	10.00	Portugal, except	
Cyprus	10.00	Azores and Madeira Islands	10.00
Czechoslovakia	10.00	Azores and Madeira Islands	6.00
Denmark	10.00	Rome, Italy	10.00
Dominican Republic	10.00	Rumania	12.00
Egypt	10.00	Santos, Brazil	10.00
Estonia	18.00	Sao Paulo, Brazil	10.00
Fiji Islands	6.00	Shanghai, China	10.00
French Indo China	10.00	Society Islands	6.00
French West Indies	6.00	Spain, except Canary Islands	10.00
Germany	6.00	Canary Islands	6.00
Gibraltar	6.00	Surinam	6.00
Greece	10.00	Sweden	10.00
Greenland	6.00	Switzerland	10.00
Havana, Cuba	12.00	Turkey	10.00
Haiti	10.00	Union of Soviet Socialist	
Hong Kong	10.00	Republics	18.00
Hungary	14.00	Uruguay	10.00
Iceland	10.00	Vatican City	10.00
India	10.00	Venezuela	18.00
Iraq	10.00	Yugoslavia	14.00
Israel	15.00	Other Localities	8.00
Japan	6.00		
Korea	6.00		
Latvia	18.00		
Liberia	10.00		
Liechtenstein	10.00		
Lithuania	18.00		
London, England	10.00		
Luxembourg	10.00		
Madagascar	6.00		
Manila, Republic			
Philippines	16.00		
Mexico, except Mexico			
D. F.	6.00		

R-E-S-T-R-I-C-T-E-D


R-E-S-T-R-I-C-T-E-D

R-E-S-T-R-I-C-T-E-D

4. The provisions of this Instruction are effective 1 July 1949 and shall remain in effect until revised regulations can be promulgated on the basis of further study and experience.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL



Captain, USN
Executive

Attachment:

Extract from Bureau of the Budget Circular A-7.

DISTRIBUTION: A.

-2-

R-E-S-T-R-I-C-T-E-D

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

5 January 1948

STATINTL

(This supplements Administrative Instruction [REDACTED] dated 5 December 1946)

STATINTL

SUBJECT: Comptroller General's Decision Regarding Traveling Expenses -
Personal Convenience - Return to Headquarters Upon Illness
Without Completion of Temporary Duty

1. The Comptroller General on 20 October 1947 issued Decision No. B-70058 relating to the above subject.

2. The decision states that where an employee is taken ill while in travel status necessitating his return to headquarters without completing the duty assigned, he is not entitled to reimbursement for the expense of the return trip nor for per diem for such period of travel. However, where the illness occurs reasonably coincident with the termination of official duty in a travel status, reimbursement may be allowed in an amount not to exceed the amount that would have been incurred if the employee had returned immediately after the completion of his official duties. By failure of the employee to complete the duties assigned while away from his official headquarters, an additional expense or burden may be placed upon the Government through the necessity of assigning another employee to complete the unfinished task.

3. The sum payable to the employee for travel for the period prior to illness is to be applied against the cost of Government travel in returning to headquarters. Any additional amount remaining due will be collected from the employee by administrative action.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]

Executive for
Administration and Management

DISTRIBUTION: A

STATINTL

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100010041-8

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100010041-8

CENTRAL INTELLIGENCE AGENCY
Washington, D.C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

26 October 1949

SUBJECT: Travel Allowances.

STATINTL

STATINTL

So much of Administrative Instruction No. [REDACTED] dated 1
July 1949, pertaining to per diem allowance as reads "\$8.00" is
hereby amended to read "\$9.00".

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Captain, USN
Executive

DISTRIBUTION: A

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

7 June 1949

SUBJECT: Travel.

STATINTL

(This rescinds Administrative Instruction [REDACTED] dated 31 January 1949.)

1. General

a. Travel orders will be issued by the Budget Office except as otherwise stated.

b. Chiefs of missions outside the continental United States may authorize and approve temporary duty travel within their theater for employees under their jurisdiction.

c. Requests for travel or amendments to travel orders (Form No. 34-5) other than specified in "b" above, shall be prepared in triplicate. One copy will be routed directly to the Transportation Division, Services Office, and the original and one copy routed to the Budget Office, through:

(1) Staff Chiefs or Assistant Directors or their Deputies in the cases of individuals under their jurisdiction.

(2) Executive, in addition to the above, in cases involving travel to be performed on confidential funds, except as otherwise specifically provided in Confidential Funds Regulations.

(3) Personnel Officer, in addition to the above, in all cases involving permanent change of station, and travel to first post of duty abroad and return from post of duty abroad.

(4) Executive or Deputy Director in the case of Staff Chiefs and Assistant Directors.

d. Personal action of each forwarding official must be indicated on the request. Staff Chiefs and Assistant Directors may delegate approving authority to their deputies if desired.

e. (1) Requests for domestic travel will be submitted in duplicate in sufficient time to be processed and reach the Budget Office at least 48 hours prior to the actual departure time, for determination as to adequacy of justification and availability of funds.

-1-

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(2) Requests for foreign travel must be submitted sufficiently in advance to permit required travel and medical arrangements prior to planned date of departure. Travelers will personally contact the Transportation Officer, Services Office, at least six weeks before planned date of departure in order to facilitate travel arrangements.

(3) The necessity for travel must be adequately substantiated on the request. General statements such as "official business," "confidential purposes," etc., should not be used.

f. The Transportation Division, Services Office, will:

(1) Provide travel arrangement service.

(2) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination and immunization have been obtained, before releasing the tickets or transportation requests to the traveler.

(3) Arrange for the issuance of passports and visas.

g. Each person performing official travel shall familiarize himself with the provisions of the Standardized Government Travel Regulations as amended. Copies of the Regulations may be obtained from the Fiscal Branch, Budget Office.

2. Physical Examinations for Vouchered Foreign Travel

a. A complete physical examination and required immunization is necessary within 70 days prior to departure to overseas.

b. An additional physical examination to insure freedom from communicable diseases is required 48 hours before departure from Washington.

c. A returnee physical examination is required within 5 days after returning to Washington from overseas assignment.

d. Requests for physical examinations will be forwarded to the Physical Requirements Officer, Medical Services Division, including the following information, not less than fifty (50) days prior to estimated date of departure:

(1) Name of Branch.

(2) Name of Traveler.

(3) Destination.

-2-

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C.I.G. Administrative Instructions

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100010041-8

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- (4) Type of Examination Required (Overseas or Returnee).
- (5) Date of Departure.
- (6) Type of Duty (Temporary or Permanent).
- (7) Route of Travel.
- (8) Mode of Travel.

3. Travel by Members of the Armed Services Assigned to CIA

a. Armed Services personnel performing temporary duty travel as necessary for CIA will be reimbursed for per diem and travel costs in accordance with the travel regulations of the various Armed Services.

b. Upon receipt of travel requests approved by the Budget Office, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two copies of the orders will be forwarded to the Fiscal Branch, Budget Office.

4. Preparation and Submission of Vouchers

a. Travel vouchers must be submitted to the Fiscal Branch, Budget Office, upon completion of each trip, or at the end of each calendar month in cases of extended travel. Vouchers for travel authorized by a chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Branch.

b. The Fiscal Branch will provide advice and assistance to traveling personnel for the preparation and submission of vouchers. The traveler should maintain accurate records of time of departure and arrival at all points, a record of official expenditures, copies of official telegrams and receipts for official expenses when necessary. It is essential that the traveler have this information to enable reimbursement for official expenses paid by him.

5. Repeated Motor Truck Travel

The Budget Office may, upon the recommendation of the Services Officer, issue monthly blanket travel orders for truck drivers engaged in repeated official trips with CIA cargoes, and arrange for periodic submission of travel vouchers covering such repeated travel.

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Approved For Release 2001/09/03 : CIA-RDP81-00728R000100010041-8

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100010041-8

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.*rescinded*
by [redacted]
6/7/49

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [redacted]

31 January 1949

SUBJECT: Travel

STATINTL

(This rescinds Administrative Instruction [redacted] dated 20 July 1948.)

1. General

a. Travel orders will be issued by the Budget Office except as otherwise stated.

b. Chiefs of missions outside the continental United States may authorize and approve temporary duty travel within their theater for employees under their jurisdiction.

c. Requests for travel or amendments to travel orders (Form No. 34-5) other than specified in "b" above, shall be prepared in triplicate. One copy will be routed directly to the Transportation Division, Services Office, and the original and one copy routed to the Budget Office, through:

(1) Staff Chiefs or Assistant Directors or their Deputies in the cases of individuals under their jurisdiction.

(2) Executive, in addition to the above, in cases involving travel to be performed on confidential funds, except as otherwise specifically provided in Confidential Funds Regulations.

(3) Personnel Officer, in addition to the above, in all cases involving permanent change of station, and travel to first post of duty abroad and return from post of duty abroad.

(4) Executive or Deputy Director in the case of Staff Chiefs and Assistant Directors.

d. Personal action of each forwarding official must be indicated on the request. Staff Chiefs and Assistant Directors may delegate approving authority to their deputies if desired.

e. (1) Requests for domestic travel will be submitted in duplicate in sufficient time to be processed and reach the Budget Office at least 48 hours prior to the actual departure time, for determination as to adequacy of justification and availability of funds.

RESTRICTED

-1-

(2) Requests for foreign travel must be submitted sufficiently in advance to permit required travel arrangements prior to planned date of departure. Normally a minimum of two weeks is needed for such cases.

(3) The necessity for travel must be adequately substantiated on the request. General statements such as "official business," "confidential purposes," etc., should not be used.

f. The Transportation Division, Services Office, will:

(1) Provide travel arrangement service.

(2) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination and immunization have been obtained, before releasing the tickets or transportation requests to the traveler.

(3) Arrange for the issuance of passports and visas.

g. Each person performing official travel shall familiarize himself with the provisions of the Standardized Government Travel Regulations as amended. Copies of the Regulations may be obtained from the Fiscal Branch, Budget Office.

2. Travel by Members of the Armed Services Assigned to CIA

a. Armed Services personnel performing temporary duty travel as necessary for CIA will be reimbursed for per diem and travel costs in accordance with the travel regulations of the various Armed Services.

b. Upon receipt of travel requests approved by the Budget Office, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two copies of the orders will be forwarded to the Fiscal Branch, Budget Office.

3. Preparation and Submission of Vouchers

a. Travel vouchers must be submitted to the Fiscal Branch, Budget Office, upon completion of each trip, or at the end of each calendar month in cases of extended travel. Vouchers for travel authorized by a chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Branch.

b. The Fiscal Branch will provide advice and assistance to

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traveling personnel for the preparation and submission of vouchers. The traveler should maintain accurate records of time of departure and arrival at all points, a record of official expenditures, copies of official telegrams and receipts for official expenses when necessary. It is essential that the traveler have this information to enable reimbursement for official expenses paid by him.


4. Repeated Motor Truck Travel

The Budget Office may, upon the recommendation of the Services Officer, issue monthly blanket travel orders for truck drivers engaged in repeated official trips with CIA cargoes, and arrange for periodic submission of travel vouchers covering such repeated travel.

5. This directive does not apply to travel to be performed under provisions of Confidential Funds Regulations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL



Acting Executive

DISTRIBUTION: A

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STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

rescinded
by AI [REDACTED]
1/31/49

20 July 1948

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

SUBJECT: Travel

STATINTL

(This rescinds Administrative Instruction [REDACTED] dated
2 March 1948.)

1. General

a. Travel orders will be issued by the Budget and Finance Branch, A&M, except as otherwise stated.

b. Chiefs of missions outside the continental United States may authorize and approve temporary duty travel within their theater for employees under their jurisdiction.

c. Requests for travel or amendments to travel orders (Form No. 34-5) other than specified in "b" above, shall be prepared in triplicate. One copy will be routed directly to the Transportation Division, Services Branch, A&M, and the original and one copy routed to the Chief, Budget and Finance Branch, through:

(1) Staff Chiefs or Assistant Directors in the cases of individuals under their jurisdiction.

(2) Executive for Administration and Management, in addition to the above, in cases involving travel to and from continental United States, and travel to be performed on unvouchered funds.

(3) Chief, Personnel Branch and the Executive for Administration and Management, in addition to the above, in all cases involving permanent change of station, and travel to first post of duty abroad and return from post of duty abroad.

(4) Executive or Deputy Director in the case of Staff Chiefs and Assistant Directors.

d. Personal action of each forwarding official must be indicated on the request. Staff Chiefs and Assistant Directors may delegate approving authority to their deputies if desired.

e. Requests will be submitted in duplicate in sufficient time to be processed and reach the Budget and Finance Branch at least 48 hours prior to the actual departure time, for determination as

RESTRICTED

RESTRICTED

to adequacy of justification and availability of funds. The necessity for travel must be adequately substantiated on the request. General statements such as "official business," "confidential purposes," etc., should not be used.

f. The Transportation Division, Services Branch, A&M, will:

- (1) Provide travel arrangement service.
- (2) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination and immunization have been obtained, before releasing the tickets or transportation requests to the traveler.
- (3) Arrange for the issuance of passports and visas.

g. Each person performing official travel shall familiarize himself with the provisions of the Standardized Government Travel Regulations as amended. Copies of the Regulations may be obtained from the Fiscal Division, Budget and Finance Branch, A&M.

2. Travel by Members of the Armed Services Assigned to CIA

a. Armed Services personnel performing temporary duty travel as necessary for CIA will be reimbursed for per diem and travel costs in accordance with the travel regulations of the various Armed Services.

b. Upon receipt of travel requests approved by the Budget and Finance Branch, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two copies of the orders will be forwarded to the Fiscal Division, Budget and Finance Branch.

3. Preparation and Submission of Vouchers

a. Travel vouchers must be submitted to the Fiscal Division, Budget and Finance Branch, A&M, upon completion of each trip. Vouchers for travel authorized by a chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Division.

b. The Fiscal Division will provide advice and assistance to traveling personnel for the preparation and submission of vouchers. The traveler should maintain accurate records of time of departure and arrival at all points, a record of official expenditures, copies of official telegrams and receipts for official expenses when necessary. It is essential that the traveler have this information to enable reimbursement for official expenses paid by him.

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4. This directive does not apply to travel to be performed on unvouchered funds by:

- a. Personnel of OSO.
- b. Personnel of field offices of the Contact Branch, OO, for travel within their areas.
- c. Personnel of field offices of the Executive for Inspection and security for travel within their areas.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL



Executive for
Administration and Management

DISTRIBUTION: A

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RESTRICTEDCENTRAL INTELLIGENCE AGENCY
Washington, D. C.*rescinded*
by AI [redacted]
7/20/48

STATINTL

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [redacted]

2 March 1948

SUBJECT: Travel

STATINTL

- Recisions: a. Administrative Instruction [redacted] dated 5 December 1946, subject: Travel Instructions for Civilian Employees; Travel Allowances and Per Diem.
- b. Administrative Instruction [redacted] dated 5 January 1948, subject: Comptroller General's Decision Regarding Traveling Expenses - Personal Convenience-Return to Headquarters Upon Illness Without Completion of Temporary Duty.
- c. Administrative Instruction [redacted] dated 8 July, 1947, subject: Temporary Additional Duty Travel Orders for Navy Personnel.

STATINTL

STATINTL

1. General

a. Effective 15 March 1948, travel orders will be issued by the Budget and Finance Branch, A&M, rather than the Services Branch, A&M, except as otherwise stated.

b. The Naval Administrative Command and Headquarters Detachment will issue Travel Orders for Armed Services personnel after requests have been processed by the Budget and Finance Branch, A&M.

c. Chiefs of missions outside the continental United States may authorize and approve temporary duty travel within their theater for employees under their jurisdiction.

d. Requests for travel or amendments to travel orders (Form No. 34-5 or No. 36-23) other than specified in "c" above, shall be prepared in duplicate, and routed to the Chief, Budget and Finance Branch, through:

(1) Staff Chiefs or Assistant Directors in the cases of individuals under their jurisdiction.

(2) Executive for A&M, in addition to the above, in cases involving travel to and from continental United States, and travel to be performed on unvouchered funds.

(3) Chief, Personnel Branch, and the Executive for A&M, in addition to the above, in all cases involving permanent change of station.

(4) Executive or Deputy Directors in the case of Staff Chiefs and Assistant Directors.

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-2-

e. Personal action of each forwarding official must be indicated on the request. Staff Chiefs and Assistant Directors may delegate approving authority to their deputies if desired.

f. Requests will be submitted in duplicate in sufficient time to be processed and reach the Budget and Finance Branch at least 48 hours prior to the actual departure time, for determination as to adequacy of justification and availability of funds. The necessity for the travel must be adequately substantiated on the request. General statements such as "official business," "confidential purposes," etc., should not be used.

g. The Transportation Division, Services Branch, A&M, will continue to provide travel arrangement service.

h. Each person performing official travel shall familiarize himself with the provisions of the Standardized Government Travel Regulations as amended. Copies of the Regulations may be obtained from the Fiscal Division, Budget and Finance Branch, A&M.

2. Travel by Members of the Armed Services Assigned to CIA

a. Armed Services personnel performing temporary duty travel as necessary for CIA will be reimbursed for per diem and travel costs in accordance with the travel regulations of the various Armed Services.

b. Upon receipt of travel requests approved by the Budget and Finance Branch, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two copies of the orders will be forwarded to the Fiscal Division, Budget and Finance Branch.

3. Preparation and Submission of Vouchers

a. Travel vouchers must be submitted to the Fiscal Division, Budget and Finance Branch, A&M, upon completion of each trip. Vouchers for travel authorized by a chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Division.

b. The Fiscal Division will provide advice and assistance to traveling personnel for the preparation and submission of vouchers. The traveler should maintain accurate records of time of departure and arrival at all points, a record of official expenditures, copies of official telegrams and receipts for official expenses when necessary. It is essential that the traveler have this information to enable reimbursement for official expenses paid by him.

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4. This directive does not apply to travel to be performed on unvouchered funds by:

- a. Personnel of OSO.
- b. Personnel of field offices of the Contact Branch, OO, for travel within their areas.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for
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5 December 1946

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CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

TRAVEL INSTRUCTIONS FOR CIVILIAN EMPLOYEESRescinded
-AI-
3/2/48

CIG Administrative Order [redacted] dated 31 October 1946 is hereby rescinded and the following is substituted therefor;

1. POLICY

- a. It is the policy of the CIG to limit the travel of employees to a minimum consistent with operating requirements. All travel must be authorized in writing in advance, and such authorizations will be made only after it has been determined by a properly designated official that the travel is officially necessary. Authorization will be given for specific trips only, and blanket travel orders will not be issued unless approved by the Executive for Personnel and Administration.
- b. All travel by employees paid from vouchered funds must be authorized and performed in accordance with the provisions of Standardized Government Travel Regulations and/or applicable current statutes.

2. AUTHORIZATION

- a. When it is determined that it is necessary for a vouchered civilian employee to perform official domestic travel, a travel request on Form 34-5 will be approved by the office or branch chief and forwarded to the Chief, Fiscal Section. The Chief, Fiscal Section will approve and forward Form 34-5 to the Travel Unit, Fiscal Section, for issuance of the necessary travel orders.
- b. After the travel order is prepared and funds to cover the cost of travel have been obligated, the original will be forwarded to the traveler or may be picked up by the traveler from the Travel Unit, Fiscal Section.
- c. To amend a previously issued travel order, a new request should be submitted in accordance with the procedure outlined above. If approved, the amended order will be issued and distributed in the same manner as the original.
- d. Requests for travel should be initiated sufficiently in advance of the commencement of travel so that the Chief, Fiscal Section will have the request in his possession at least 48 hours prior to the time the travel is to be in.

5 December 1946

3. REIMBURSEMENT FOR TRAVEL EXPENSES

- a. After the completion of a trip, or at the end of each month, the traveler will submit his account for travel reimbursement expenses on Standard Form 1012, "Public Voucher for Reimbursement of Travel and Other Expenses including Per Diem". This form will be approved administratively by the Branch Chief or his designee and forwarded in quadruplicate to the Fiscal Section for audit, certification and payment.
- b. An administrative audit of Form 1012 will be performed by the Fiscal Section to determine if the travel was performed as authorized in accordance with Standardized Government Travel Regulations and pertinent travel order. Any suspensions (deductions) from the amount claimed will be reported to the traveler on an Administrative Audit Difference Statement" together with an explanation, where applicable, of the information necessary to support a reclaim of the amount previously suspended.

4. TRAVEL SERVICES

- a. It is the responsibility of each traveler to prepare his travel voucher in proper form. However, upon request, the Travel Unit, Fiscal Section, will extend advice and assistance in connection with the preparation of vouchers. The Travel Unit of the Fiscal Section will also, when requested, render special services for military and naval personnel by making a pre-audit and examination of travel vouchers for accuracy and compliance with regulations prior to their submission to the War or Navy Disbursing Officer for payment.

5. GENERAL INFORMATION FOR THE TRAVELERa. Examine Orders

The traveler should examine his travel order to determine that it specified all requirements including the mode of transportation to be used, the period to be covered, and the places to be visited. If the order does not provide adequate coverage, an amendment should be requested through proper channels prior to the time travel is begun.

b. Maintain Records

The traveler should maintain accurate records of time of departure

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from and arrival at different points, and a record of official

5 December 1946

expenditures as well as copies of official telegrams and paid receipts for official expenses when necessary. It is essential that the traveler have this information to enable him to prepare a correct reimbursement voucher.

c. Purchase of Tickets

It is the responsibility of the traveler to ascertain in all cases whether or not through tickets, excursion tickets or reduced rate round trip tickets can be secured. The fact that the existence of such rates may not have been known to the traveler does not relieve him of responsibility of obtaining the lowest rates. It is essential that the traveler purchase a ticket that will adequately cover the period of his travel without incurring any unnecessary expense. When traveling by common carrier, Government Transportation Requests which will be furnished by the Travel Unit, Fiscal Section, must be used.

d. Return Unused Tickets

Unused portions of tickets should be submitted attached to the travel reimbursement account, Standard Form 1012.

e. Per Diem

The calendar day will be the unit used in computing the per diem allowance for continuous travel of more than twenty-four hours. For fractional parts of a day at the commencement or ending of such continuous travel, one-fourth of the rate for a calendar day will be allowed for each period of six hours or fraction thereof. No per diem will be allowed when the departure from official station is after 8:00 a.m. and the return on the same day is prior to 6:00 p.m., or for any absence not exceeding three hours. For

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upon the continuity of the traveler's domicile at temporary [REDACTED] duty shall be administratively determined in each case based upon the circumstances surrounding the leave, and final authority for such determination shall rest with the bonded Certifying Officer who approved the account for payment.

f. Leave While in Travel Status

If leave of absence of any kind begins or terminates within the traveler's prescribed hours of duty, per diem allowance will terminate or begin at the same time. If the leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler will be regarded as being in subsistence status until midnight of the last day on which actual service is rendered preceding the leave of absence and from 12:01 a.m. of the day on which actual service is resumed. Fractional leave of absence wholly within a day, where for half of the prescribed working hours or less, will be disregarded for subsistence purposes. Where it exceeds half of the prescribed working hours, no subsistence will be allowed.

g. Advance of Funds

Advance of official funds to cover the expenses of a vouchered employee while in a travel status, can be made only if the employee executes a Bond of Indemnity. The cost of the premium in securing such a bond (\$5.00) must be borne personally by the employee.

6. FOREIGN TRAVEL

- a. Bureau of the Budget Circular A-7, revised, dated 5 September 1946, contains amendments to Standardized Government Travel Regulations. Paragraph 45 of these Regulations, set forth in Budget Circular A-7, provides in part that, "For travel on official business outside the continental limits of the United States, a per diem allowance not to exceed \$7.00 in lieu of subsistence expenses, may be allowed (except during the fiscal year 1947 the maximum per diem allowance shall be the amount prescribed in Appendix 1 of this Regulation). The per diem allowances provided herein represent the maximum allowable, not the minimum." It is the responsibility of the officials authorized to issue travel orders and authorize a per diem allowance to see that the travel orders authorized only such per diem allowance not in excess of the maximum as are justified by

5 December 1946

the circumstances surrounding the travel. Therefore, in accordance with paragraph 45, "Care should be exercised to prevent the fixing of a per diem allowance in excess of that required to meet the necessary authorized expenses." The per diem allowance described in Appendix 1 of paragraph 45, which Appendix is attached to Bureau of the Budget Circular A-7, may be authorized by the persons to whom authority to issue travel orders has been granted. Such persons include Chiefs of Missions, Executive for Personnel and Administration, Chief, Finance Division, and Chief, Fiscal Section.


- b. Since one day is lost on a westward crossing of the International Date Line, per diem for one day will be deducted from all travel accounts when such travel is involved.

7. APPLICATION

This Order and amendments thereto shall apply only where travel allowances and per diem are payable from vouchered funds available to CIG.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel
and Administration

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.*revised by*
AI [redacted]
3/2/48

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ADMINISTRATIVE INSTRUCTION
NUMBER [redacted]

5 January 1948

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(This supplements Administrative Instruc-
tion [redacted] dated 5 December 1946)

SUBJECT: Comptroller General's Decision Regarding Traveling Expenses -
Personal Convenience - Return to Headquarters Upon Illness
Without Completion of Temporary Duty

1. The Comptroller General on 20 October 1947 issued Decision
No. B-70058 relating to the above subject.

2. The decision states that where an employee is taken ill while
in travel status necessitating his return to headquarters without com-
pleting the duty assigned, he is not entitled to reimbursement for the
expense of the return trip nor for per diem for such period of travel.
However, where the illness occurs reasonably coincident with the termi-
nation of official duty in a travel status, reimbursement may be allowed
in an amount not to exceed the amount that would have been incurred if
the employee had returned immediately after the completion of his
official duties. By failure of the employee to complete the duties
assigned while away from his official headquarters, an additional ex-
pense or burden may be placed upon the Government through the necessity
of assigning another employee to complete the unfinished task.

3. The sum payable to the employee for travel for the period prior
to illness is to be applied against the cost of Government travel in
returning to headquarters. Any additional amount remaining due will be
collected from the employee by administrative action.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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4. Foreign Travel

Requests for foreign travel for ^{military or} naval personnel will be handled in the same manner as indicated above except that the request will be initiated on Form No. 36-23, Request for Overseas Transportation, instead of the domestic request form. After Form No. 36-23, containing the necessary clearances and approval is received by the Executive for Administration and Management, two (2) signed copies will be routed to the Naval Administrative Command, who will in turn forward Section B of the original to the ~~Transportation~~ ^{Fiscal Dept} Division, Services Branch, A & M.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Deputy Executive for Ad.
and Management

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ATTACHMENTS: 1

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SAMPLE

Date

From: Commanding Officer, U.S. Naval Administrative Command
To: Captain

Subject: Temporary Additional Duty

Reference: (a) BuPers Travel Authority Pers-3118-art-2b,
serial , dated

1. As authorized by reference (a), on or about _____ you will proceed to _____, for temporary additional duty concerning such matters as you have been directed to attend to; in this connection you are authorized to visit such additional places, to omit or revisit any of the above named places, or to vary the order of the above itinerary, as may be deemed necessary in the execution of this duty.
2. This is in addition to your present duties and upon completion thereof you will return to Washington, D.C., report to the Commanding Officer, U.S. Naval Administrative Command, and resume your regular duties.
3. Travel by military or commercial air, water, or rail transportation, motor vehicle, or any other means deemed necessary to most expeditiously accomplish the objects of this temporary additional duty is authorized and directed.
4. While performing duty under these orders you will maintain an appropriate itinerary and secure endorsements hereto as may be consistent with the nature of this temporary additional duty.
5. In addition to the actual cost of transportation you will be allowed a per diem of \$7.00, in lieu of subsistence, while absent from your permanent duty station in accordance with current provisions of Paragraph 4153 of U. S. Naval Travel Instructions, but such reimbursement and payment will not be made from Navy appropriations.

W. B. GOGGINS
Captain USN.

After completion of TAD and return to Washington, D.C., this office (NAC) will send on (1) copy of these orders to Bureau of Naval Personnel Jacket file, and two (2) copies to Bureau of Supplies and Accounts.

ATTACHMENT #1

31 October 1946

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C.I.G. ADMINISTRATIVE ORDER [REDACTED]

TRAVEL INSTRUCTIONS FOR CIVILIAN EMPLOYEES*revised by
AI [REDACTED]
12/5/46*1. POLICY

- a. It is the policy of the CIG to limit the travel of employees to a minimum consistent with operating requirements. All travel must be authorized in writing in advance, and such authorizations will be made only after it has been determined by a properly designated official that the travel is officially necessary. Authorization will be given for specific trips only, and blanket travel orders will not be issued unless approved by the Chief, Personnel and Administration Branch.
- b. All travel by employees paid from vouchered funds must be authorized and performed in accordance with the provisions of Standardized Government Travel Regulations and/or applicable current statutes.

2. AUTHORIZATION

- a. When it is determined that it is necessary for a vouchered civilian employee to perform official domestic travel, a travel request on Form 34-5 will be approved by the office or branch chief and forwarded to the Chief, Fiscal Section. The Chief, Fiscal Section will approve and forward Form 34-5 to the Travel Unit, Fiscal Section for issuance of the necessary travel orders.
- b. After the travel order is prepared and funds to cover the cost of travel have been obligated, the original will be forwarded to the traveler or may be picked up by the traveler from the Travel Unit, Fiscal Section.
- c. To amend a previously issued travel order, a new request should be submitted in accordance with the procedure outlined above. If approved, the amended order will be issued and distributed in the same manner as the original.
- d. Requests for travel should be initiated sufficiently in advance of the commencement of travel so that the Chief, Fiscal Section will have the request in his possession at least 48 hours prior to the time the travel is to begin.

3. REIMBURSEMENT FOR TRAVEL EXPENSES

- a. After the completion of a trip, or at the end of each month, the traveler will submit his account for travel reimbursement expenses on Standard Form 1012, "Public Voucher for Reimbursement of Travel and Other Expenses including Per Diem". This form will be approved administratively by the Branch Chief or his designee and forwarded in quadruplicate to the Fiscal Section for audit, certification and payment.
- b. An administrative audit of Form 1012 will be performed by the Fiscal Section to determine if the travel was performed as authorized in accordance with Standardized Government Travel Regulations and pertinent travel order. Any suspensions (deductions) from the amount claimed will be reported to the traveler on an "Administrative Audit Difference Statement" together with an explanation, where applicable, of the information necessary to support a reclaim of the amount previously suspended.

4. TRAVEL SERVICES

- a. It is the responsibility of each traveler to prepare his travel voucher in proper form. However, upon request, the Travel Unit, Fiscal Section will extend advice and assistance in connection with the preparation of vouchers. The Travel Unit of the Fiscal Section will also, when requested, render special services for military and naval personnel by making a pre-audit and examination of travel vouchers for accuracy and compliance with regulations prior to their submission to the War or Navy Disbursing Officer for payment.

5. GENERAL INFORMATION FOR THE TRAVELER

a. Examine Orders

The traveler should examine his travel order to determine that it specifies all requirements including the mode of transportation to be used, the period to be covered, and the places to be visited. If the order does not provide adequate coverage, an amendment should be requested through proper channels prior to the time travel is begun.

b. Maintain Records

The traveler should maintain accurate records of time of departure from and arrival at different points, and a record of official expenditures as well as copies of official telegrams and paid receipts for official expenses when necessary. It is essential that the traveler have this information to enable him to prepare a correct reimbursement voucher.

c. Purchase of Tickets

It is the responsibility of the traveler to ascertain in all cases whether or not through tickets, excursion tickets or reduced rate round trip tickets can be secured. The fact that the existence of such rates may not have been known to the traveler does not relieve him of responsibility of obtaining the lowest rates. It is essential that the traveler purchase a ticket that will adequately cover the period of his travel without incurring any unnecessary expense. When traveling by common carrier, Government Transportation Requests which will be furnished by the Travel Unit, Fiscal Section must be used.

d. Return Unused Tickets

Unused portions of tickets should be submitted attached to the travel reimbursement account, Standard Form 1012.

e. Per Diem

The calendar day will be the unit used in computing the per diem allowance for continuous travel of more than twenty-four hours. For fractional parts of a day at the commencement or ending of such continuous travel, one-fourth of the rate for a calendar day will be allowed for each period of six hours or fraction thereof. No per diem will be allowed when the departure from official station is after 8:00 a.m. and the return on the same day is prior to 6:00 p.m., or for any absence not exceeding three hours. For the first 60 days

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mined in each case based upon the circumstances surrounding the leave, and final authority for such determination shall rest with the bonded Certifying Officer who approves the account for payment.

f. Leave While in Travel Status

If leave of absence of any kind begins or terminates within the traveler's prescribed hours of duty, per diem allowance will terminate or begin at the same time. If the leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler will be regarded as being in subsistence status until midnight of the last day on which actual service is rendered preceding the leave of absence and from 12:01 a.m. of the day on which actual service is resumed. Fractional leave of absence wholly within a day, where for half of the prescribed working hours or less, will be disregarded for subsistence purposes. Where it exceeds half of the prescribed working hours, no subsistence will be allowed.

g. Advance of Funds

Advance of official funds to cover the expenses of a vouchered employee while in a travel status, can be made only if the employee executes a Bond of Indemnity. The cost of the premium in securing such a bond (\$5.00) must be borne personally by the employee.

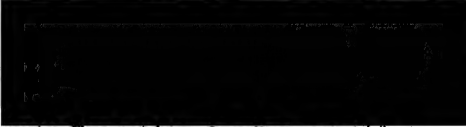
6. FOREIGN TRAVEL

- a. Per diem rates will be paid travelers abroad in accordance with the rates prescribed in Budget Circular A-7, subject to a deduction of 15% for each meal and/or lodging purchased by the traveler from the military or from another branch of the Government drawing rations from the military or to a deduction of 20% for each meal and/or lodging furnished to him by the government without charge.

- b. Since one day is lost on a westward crossing of the International Date Line, per diem for one day will be deducted from all travel accounts when such travel is involved.

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